

REPORTS INVENTORY						CONTROL NO. feeder report for DDS/CL/PD-1			
PREPARE IN DUPLICATE									
1. TITLE OF REPORT (If a fill-in report include Form No.) Monthly Statistical (Unofficial Internal Form)						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
3. FUNCTIONAL AREA		PERSONNEL <input checked="" type="checkbox"/> LOGISTICS	TRAINING SECURITY	ADMIN. GENERAL OTHER (specify)					
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Original & 1 Monthly		6. DISTRIBUTION (No. of components not number of copies) C/PD and CL/PD/GPS					
7. FORMAT (memorandum, form computer print-out, etc) Typed - Internal Form		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT PD Memorandum No. 71-1					
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/PD/GPB OL/PD/GPS		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) Form 1794 (Tally Sheet of Purchases and Status Report of Requisitions)							
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-7 (2)/2	4.02		6		48.24		12		578.88
GS-8 (1)/3	4.59		3		13.77		12		165.24
GS-9 (4)/4	5.23		12		251.04		12		3,012.48
GS-11 (1)/7	6.87		3		20.61		12		247.32
GS-12 (2)/3	7.28		6		87.36		12		1,048.32
GS-13 (1)/4	8.86		1		8.86		12		106.32
GS-15 (1)/5	12.47		1		12.47		12		149.64
B. COSTS OF COMPUTER PRODUCED REPORTS									
TOTAL COSTS PER YEAR								\$5,308.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
This is a multi-purpose system, and includes a control and logging factor, follow-up and status of actions, as well as the means of compiling workload statistics. It also serves as a supervisory tool to measure efficiency and productiveness of individual Procurement Officers.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE								ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT	
16. DATE OF INVENTORY 9/21/70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130143-5						18. EXTENSION	